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MEMORANDUM FOR: The Director of Central Intelligence

SUBJECT: Review of the Report on Paperwork Management, Part I, of the Commission on Organization of the Executive Branch of the Government

1. In compliance with Bureau of the Budget Bulletin No. 55-5 there is attached for your signature as Tab A a memorandum to the Director, Bureau of the Budget.

2. The Chief, Management Staff, has compared in detail the effectiveness of our paperwork management activity with findings and recommendations of the Commission. The attached binder contains this study.

3. It was found that the scope of our paperwork management activity exceeds that of many agencies. It includes the essential elements required by the Federal Records Act and recommended by the Hoover Commission.

4. Paperwork management in CIA can result in savings three times as great as the \$357,000 realized in 1954 if the problem of carrying out the program at the operating levels is resolved. The problem is principally one of providing adequate staffs to administer area records management programs. The Chief, Management Staff, is now studying this problem. Conclusions are expected by the middle of this April.

5. In the interim much can be done to add impetus to the program. I therefore recommend that the attached memorandums (Tabs B and C) be forwarded to Mr. Wisner and Mr. Amory to provide them with an appraisal of the program and plans for increasing its effectiveness.

L. K. WHITE
Deputy Director
(Support)

Attachments

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